

HOW TO FILE CAMPAIGN FINANCE REPORTS

Filing Tip

You can enter your financial transactions as they occur rather than waiting until the end of the reporting period or the day of the deadline.

The transactions you enter and save will be stored in the system. Stored transactions are not displayed to the public until you click the **FILE** button and file your report.

You don't have to wait until the deadline to file your report. If all financial transactions for the reporting period have been entered, you can file the report anytime.

STEP 1: Make sure that you have entered all contributions, expenditures, debts and loans for the reporting period.

STEP 2: To get to the page where you file your reports (the **Filing Administration** page), click the **FILE A REPORT** button on your homepage OR click the **VIEW / FILE REPORTS** tab from any page in the system.

MAINE COMMISSION ON
& Governmental Ethics
Election Practices

Home Enter / Amend Transactions View / File Reports Administration Public Site Log Off

Candidate / Committee Overview

Welcome back: [Name] SAM

Help with this page My Admin Homepage

What do you want to do today?

Enter a Contribution	File a Report	Enter an Expenditure
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure
Enter / Amend a Loan		Enter / Amend a Debt

STEP 3: Now you are on the **Filing Administration** page. In the **Reports Due** table, click the **VIEW / FILE** link in the last column on the right for the report that is due.

Filing Administration

Welcome back: [Name] Last Login: Sep 11 2014 12:45PM

Help with this page

Candidate: [Name] ID: [ID]

Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
11-DAY PRE-GENERAL	9/17/2014	10/21/2014	10/24/2014	Not Filed	View/File
42-DAY POST-GENERAL	10/22/2014	12/9/2014	12/16/2014	Not Filed	

MCEA CANDIDATES:

Please remember that your treasurer or deputy treasurer must file the report. MCEA candidates can enter transactions but cannot file the report.

HOW TO FILE CAMPAIGN FINANCE REPORTS (cont.)

STEP 4: Now you can see a summary of the report. Look the summary over to make sure the totals are correct.

File Campaign Finance Report

Report Name	11-DAY PRE-GENERAL	Report Due Date	10/24/2014
Committee		Reporting Period	09/17/2014 through 10/21/2014
Committee Type	Candidate	Committee ID	

Preview

 Review the report detail before submitting.

File

 File this report.

Go Back

 Return to the Filings Administration page. (Data will be saved but report will not be filed.)

Summary of activity since last filed report

RECEIPTS	TOTAL FOR PERIOD	TOTAL FOR CAMPAIGN
CASH CONTRIBUTIONS FOR THE PRIMARY ELECTION (SCHEDULE A)	\$0.00	\$11,900.00
CASH CONTRIBUTIONS FOR THE GENERAL ELECTION (SCHEDULE A)	\$0.00	\$0.00
CASH CONTRIBUTIONS FOR THE GENERAL ELECTION RAISED PRIOR TO THE PRIMARY (SCHEDULE A)		\$6,125.00
OTHER RECEIPTS (INTEREST, ETC)	\$0.00	\$0.00
LOANS (SCHEDULE C)	\$0.00	\$0.00
TOTAL RECEIPTS	\$0.00	\$20,425.00
EXPENDITURES		
EXPENDITURES (SCHEDULE B)	\$0.00	\$20,253.86
LOAN REPAYMENTS (SCHEDULE C)	\$0.00	\$0.00
TOTAL PAYMENTS	\$0.00	\$20,253.86
CASH SUMMARY		
CASH BALANCE AT BEGINNING OF PERIOD	\$171.14	
PLUS TOTAL RECEIPTS THIS PERIOD	\$0.00	
MINUS TOTAL PAYMENTS THIS PERIOD	\$0.00	
CASH BALANCE AT END OF PERIOD	\$171.14	
OTHER ACTIVITY		
IN-KIND CONTRIBUTIONS (SCHEDULE A-1)	\$0.00	\$375.00
TOTAL LOAN BALANCE AT END OF PERIOD (SCHEDULE C)	\$0.00	
TOTAL UNPAID DEBTS AT END OF PERIOD (SCHEDULE D)	\$0.00	
<small>For Party Candidates Only: Cash contributions for the General Election Raised prior to Primary Election (Included in Line 1A After Primary Election)</small>		

The Summary of Activity displays only the totals of the contributions, expenditures and other transactions you entered. You cannot enter or change anything directly in the summary.

Previewing the report before you file it is a good way to make sure that you entered all your transactions and entered them correctly.

STEP 5 (optional): To preview the entire report before you file it, click the **PREVIEW** button. This will open a new window with a PDF of the report.

Preview

 Review the report detail before submitting.

STEP 6: To file the report, click the **FILE** button.

File

 File this report.

You will also get a system-generated e-mail confirming that the report has been filed.

The system will prompt you to confirm that you have finished entering all the transactions for the report. If you have, click **OK** to file the report. The system will give you a message that the report has been successfully filed. On the confirmation page, click **FINISHED** to return to the **Filing Administration Page**.